



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: recordsrequest@hermosabch.org



PRR-19-00068

Received By: T. HUDSON
 Referred To: FINANCE DEPT.
 Date Referred: 07/08/19

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Zerowaste USA, Inc. - Ann Swelgin	Email: recordsrequest@zwusainc.com
Address: 12316 World Trade Drive #102	Phone: 800-678-1612
City: San Diego, CA 92128	Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Please provide ELECTRONIC PDF copies via email of all invoices for DOG WASTE BAGS for 2018-2019.

They may also be listed as: Doggie Walk Bags, Pet Waste Bags, Dog Poop Bags, Dogipot, etc.

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

07/01/2019

Signature

Date

For Departmental Use Only:			
Action Requested: <input type="checkbox"/> Review Only <input type="checkbox"/> Copies Requested	Action Taken: <input type="checkbox"/> Document Reviewed <input type="checkbox"/> Copies Provided <input type="checkbox"/> Refusal/Reason	By: _____	Date: _____
Non-Existent Document Other (Please Explain) _____			
For City Clerk's Use Only:		Date Picked Up or Mailed _____	
Date Requestor Notified _____		Notified By: _____	

RE: FOIA Open Records Request

RR

Record Request <recordsrequest@zwusainc.com>

Fri 7/5, 8:24 AM

Records Request; Carol Cowley 



 Reply all | 

Inbox

Hermosa Beach, City of ... 

275 KB

 1 attachments (275 KB) [Download](#)

Good Morning,

Attached is our completed request form. I apologize for the delay.

Thank you for your help with this request.

Best Regards,

Ann Swelgin

Zerowaste USA, Inc.

From: Records Request <recordsrequest@hermosabch.org>

Sent: Monday, May 6, 2019 5:22 PM

To: Record Request <recordsrequest@zwusainc.com>

Cc: Carol Cowley <ccowley@hermosabch.org>; Records Request <recordsrequest@hermosabch.org>

Subject: Fw: FOIA Open Records Request

Hello Zwusainc,

Can you please fill out the attached Records Request Form and sent it to me at recordsrequest@hermosabch.org.

Thank you very much,

Records Request

Tanesha Hudson

City of Hermosa Beach, City Clerk's Office

1315 Valley Dr. Hermosa, CA 90254

Ph:310.750-3545 ext. 545

[recordsrequest@hermosabch.org]recordsrequest@hermosabch.org

From: Tanesha Hudson

Sent: Monday, May 6, 2019 5:07 PM

To: Records Request

Subject: FW: FOIA Open Records Request

FYI

HB_AD0000760

To: Tanesha Hudson <thudson@hermosabch.org>

Subject: FW: FOIA Open Records Request

From: Record Request <recordsrequest@zwusainc.com>

Sent: Monday, May 6, 2019 3:00 PM

Subject: FOIA Open Records Request

Hello,

I am requesting information under the Freedom of Information Act (FOIA).

Please provide me with copies of all Invoices for DOG WASTE BAGS for the past 2 years. This item may also be listed as:

Doggie Walk Bags, Pet Waste Bags, Doggie Bags, Dogipot, Dog Poop Bags, etc.

If there is an additional form, and/or fee, required to process this request, please send me the details.

If you are not the correct person for this FOIA request, please forward this to the correct person.

Thank you